

# BANK OF CEYLON

**Create a thriving career with No. 1 Bank in Sri Lanka !**

Applications are invited from qualified, young, energetic and achievement oriented persons who are willing to build up a career in banking, for recruitment to the post of :

## Trainee Staff Assistant

### Eligibility Criteria

➤ **Should be a citizen of Sri Lanka**

➤ **Qualifications**

Passed GCE Ordinary Level in 6 subjects (excluding optional subjects) with at least 5 Credit passes including Mother Language, Mathematics and English Language, obtained in same sitting

**AND**

Passed GCE Advanced Level in 3 subjects (excluding General English, General Knowledge and General Information Technology), obtained in same sitting

➤ **Other Attributes:**

- o Above average inter-personal and communication skills
- o Ability to demonstrate perseverance and commitment
- o Ability to work towards time targets

➤ **Age :**

24 years or below as at the closing date

### Terms and Conditions

- The training period will be two years and a monthly allowance (1<sup>st</sup> year – Rs.55,000/- and 2<sup>nd</sup> year – Rs.70,000/-) will be paid during the training period
- The post will be subject to the general Terms and Conditions of the Bank's Service and within the normal Banking Stream (Open Service)
- Upon fulfilling the requirements of the training to the satisfaction of the Bank, will be confirmed in the grade of Staff Assistant – I of the permanent cadre
- Expected to work beyond normal working hours and weekends/ holidays
- The Trainee shall serve minimum of five (05) years obligatory period (including the training period) in the assigned province, unless otherwise decided by the Management

### Selection Procedure

- By a competitive examination and subsequent interview(s) for shortlisted candidates.
- Selections will be based on the requirements of the respective provinces.
- The following papers will be considered at the examination:  
Paper I – General Knowledge, IQ and IT  
Paper II – English Language
- The marks obtained at the competitive examination will be used only for shortlisting the candidates for the interview. Final selections will be based only on the marks obtained at the interview.

### Application Procedure

- Submit your application through our website **www.boc.lk** (under the tab "Careers") **on or before 24.05.2025** and keep the "Application Reference Number" for your future reference.
- Please read the 'Instructions to Candidates' available in the Careers Page carefully and fill the online application form according to the given instructions.
- The candidates should select only one province of their preference and if any candidate selects more than one province, his/her application will be treated as disqualified.
- Application received through any other method, except the above procedure will not be entertained under any circumstances.
- Any application not meeting the above required eligibility criteria as at the closing date or submitting incorrect information will be rejected at any stage of recruitment without any further notice. If any applicant fails to produce the documentary evidence to prove the above required eligibility criteria at the time of verification of certificates, his/her application will be rejected immediately.
- The applicant shall read the Bank's "Personal Data Protection Notice for Recruitment" which is available in the Bank's website under HR Management page (<https://www.boc.lk/hr-management>) and acknowledge the same when apply for the vacancy.

### Human Resource Division

Bank of Ceylon

Head Office

Colombo 01

- Any form of canvassing will lead to immediate disqualification.
- The Bank reserves the right to call only the short-listed candidates.
- The Bank reserves the right to decide the number of positions to be filled or postpone / cancel the recruitment.
- The Bank protects the privacy and confidentiality of your information as per the Personal Data Protection Policy of the Bank.



A (Bul) / (Bul) Rating, AAA- Brand Finance Rating.  
Bank of Ceylon is a Licensed Commercial Bank supervised by the Central Bank of Sri Lanka

Head Office, BOC Square,  
No.1, Bank of Ceylon Mawatha, Colombo 1.

